

EFFECTIVE

November 1, 2000.

SUBJECT

1. Service Codes and Edit Changes
2. Adult Services Forms

**1. Service Codes
and Edit Changes**

The following changes were made to codes and edits effective 10/16/2000:

- The close code of 4 (Placed with parent, relative or guardian) is now invalid. Use the appropriate new code from the selections below:
 - 20 - Placed with parent (All target groups)
 - 21 - Placed with relative (All target groups)
 - 22 - Placed with guardian (All target groups)
- An additional close code value of 19 has been added. Use this value when a Juvenile Justice case is closed and a Children's Foster Care case is being opened.
 - 19 - Closed to Juvenile Justice and opened to Children's Foster Care (Target groups 40, 46, 47, 50 or 52).
 - CIS error message 1415 was changed to CLOSE CODE NOT 1-3 OR 5-22.
- The case number for closed Children's Foster Care cases that had target groups 42 or 48 can now be entered on an Adoption case opening as the previous case number. Previously only closed case numbers from target groups 41 or 44 could be used. Error message 2372 has been changed to read ADOPTION PRIOR CASE TARGET GROUP NOT 41, 42, 44 OR 48.
- Living arrangement 14 (FIA training school) is now allowed for:
 - Target group 40 (delinquent court ward) - CIS error message 2359
 - Fund source 3 (county child care fund) - CIS error message 2358

- Living arrangement 15 (FIA camp) is no longer allowed. Staff should not change case living arrangement to 15 and should **update** existing cases with a living arrangement 15 to another living arrangement as soon as possible. Most living arrangement 15 cases were updated by Central Office to living arrangement 14.
- Service eligibility code 13 (Title IVE eligible) is now allowed for target groups 43, 47, 48 or 49. Error message 2303 has been changed to allow these combinations.
- Error message 2357 has been changed to allow CPA supervision by provider type 65, Child Placing Agency without a contract. These agencies still cannot be paid through Model Payments.
- Living arrangement 11 is no longer allowed on error message 2425.

2. Adult Services Forms

The following Adult Services Manual (ASM) items have been deleted or revised and FIA Forms located in these items have been moved to the Reference Forms & Publications Manual (RFF):

- ASM 333 has been deleted but will be available in history.
Note: PDS instructions for completing the FIA-1582 are now incorporated in the FIA-1582 form instructions in the RFF.
- ASM 364 has been deleted but will be available in history.
- ASM 371 through ASM 375 prior releases are available in history. These items have been deleted.
- ASM 374 now contains Placement Policy.

The Reference Forms & Publications Manual now includes the following FIA forms or FIA forms have been revised to include Adult Services Instructions for use and distribution:

- FIA-5S, CIS Services Transaction Document
- FIA-54A, Medical Needs

- FIA-133A, ASSIST Services Referral, Registration and Changes
- FIA-390, Adult Services Application
- FIA-1210, Services Approval Notice
- FIA-1211, Services Negative Action Notice
- FIA-1582, Payment Voucher **(includes PDS instructions)**
- FIA-1625A, Adult Foster Care or Home for the Aged Provider Agreement
- FIA-2351X, Model Payment Provider Enrollment Request/Status Notice
- FIA-2353X, Adult Foster Care/Home for Aged Invoice/Adjustment
- FIA-3422, Adult Foster Care Agreement For Congregate Facilities
- FIA-3471, FIA/SSA Referral
- MSA-4676, Home Help Services Statement of Employment
- FIA-4750, Adult Foster Care Resident Survey

**MANUAL
MAINTENANCE
INSTRUCTIONS****Added Items ...**

**RFF 133A
RFF 390
RFF 1210
RFF 1211
RFF 1625A
RFF 3422
RFF 4676
RFF 4750**

Changed Items ...

**RFC C
RFC F
RFC P
RFC TABLES
RFE 1000
RFE 2000
RFE 3000
RFF 5S
RFF 54A
RFF 1582
RFF 2351X
RFF 2353X
RFF 3471**